

RA QUARTERLY MEETING - AUGUST 23, 2017 @ 6:30PM  
 BOARD MEMBERS PRESENT: ABBY, BRAD, TONY, NANCY & JO  
 CAP MEMBERS PRESENT: NONE  
 JRJ PROJECT MANAGER PRESENT: NONE

## QUARTERLY MEETING AGENDA

TIME:	TOPIC:	NOTES:
6:30PM	WELCOME	
6:35PM	APPROVAL OF QUARTERLY MAY MEETING MINUTES	APPROVED
6:40PM	JR JOHNSON REMEDIATION & CONSTRUCTION PROGRESS UPDATE	<ul style="list-style-type: none"> <li>- Plumbing Issues: Reminder to check and be present when checking plumbing such as; dishwashers, faucets, washers, etc.. This is requested due to the potential issues for the coming weeks while things flush out &amp; settle in the building/plumbing.</li> <li>- JRJ Notes if you experience any slow drainage or drainage issues please contact them asap.</li> <li>- Plumbing issues: JRJ, George, and CAP is working to resolve issues and determine coverage for costs.</li> <li>- Elevator Updates/Timeline - Hopeful for on-schedule delivery of August 24th and a completion date at the end of October.</li> <li>- Common areas Board &amp; JRJ Signed off on</li> <li>- Common areas JRJ is still continuing to work on: EX: ceiling grids</li> <li>- Common areas with move-in damage - DO NOT add painters tape, Board will do a walk through in September/October with Bob and he will begin fixing damaged areas. He has already returned to regular scheduled building maintenance.</li> <li>- Rekeying Units - This is an owner choice and expense. Some owners used the following companies to rekey their individual unit: Davis Locks. Locks on Wheels.</li> </ul>
6:45PM	OPEN FORUM/QUESTIONS: 5 MINUTES PER HOUSEHOLD	<ul style="list-style-type: none"> <li>- A few units noted that Jet Communications has been at the building and working with them to rewire for cable, update devises, channel searching (some stations are not available, as they were pre-fire), etc. Owners noted that Jet Communications is being helpful and communicative, and Nancy (board) is continuing to communicate with Jet as needed until all issues are resolved for the building.</li> <li>- Unit 304 noted that she has an exterminator coming out to the building to check a worrisome looking spot behind her stove. She reminded owners to check their units and contact CAP. *Update - Issue was resolved without an exterminator, as there were no</li> </ul>

		<p>rodent issues.</p> <ul style="list-style-type: none"> <li>- Unit 313/502 inquired about insurance reimbursement requests filed with CAP for fire related issues. Board reminded owner that Heather at CAP will be issuing reimbursement to those that have filed and gotten approval of these requests.</li> <li>- Unit 207 Inquired about a possible bike room remodel, and the board agreed to add the bike room as a discussion topic for the November meeting.</li> <li>- Owners note some wear and tear on the building from move-ins, as well as unfinished items from JRJ. Board notes they are aware of these issues and have a plan moving forward.</li> <li>- Units inquire about HOA bills being sent out to owners - We believe CAP stopped sending statements out (as automatic payment is a preferred payment for many), but if you want a bill just contact CAP for inquiry/request.</li> </ul>
7:15PM	VERIFY QUORUM OF BOARD MEMBERS	VERIFIED
7:15PM	APPROVE OR AMEND THE AGENDA	APPROVED
7:20PM	RA PRESIDENT REPORT	<ul style="list-style-type: none"> <li>- Abby thanked the board for their hard work and dedication to the building in these past 7 months. She noted it has been a team effort to get the building back up and running and each board member, CAP representative &amp; JRJ personnel helped us get all moved back in.</li> </ul>
7:25PM	RA TREASURER REPORT 1. INSURANCE INCREASE 2. RESERVE STUDY UPDATE	<ul style="list-style-type: none"> <li>- Brad notes that HOA dues are not being adjusted from the last few months, as the building still had expenses, plumbing updates, insurance increases, etc. So although the building saved money on some expenses such as cable/internet or garbage, those funds were redirected to pay for the \$10,000 insurance deductible and plumbing updates that were performed (not fire related issues).</li> <li>- Board is revisiting/updating the reserve study earlier than planned since the building has many new updates that were budgeted for later dates. We can check off a few large updates from the reserve study, such as a new elevator, new carpet, etc.</li> <li>- Brad spoke of the insurance changeover, and noted that our previous carrier did not drop us due to the fire, it was because of all of the plumbing claims we have made in the past make us difficult to insure. Our new insurance coverage has increased roughly about \$12,000 for the same coverage as before.</li> </ul>
7:30PM	HOUSE COMMITTEE REPORT 1. LANDSCAPING 2. BIKE ROOM UPDATE	<ul style="list-style-type: none"> <li>- Landscaping: Clean-up happens this week &amp; lights are in transit</li> <li>- Bike Room: We are working with JRJ to determine timeline for the bike room use, but they still need this area to store items, use as a workroom, etc until the building is complete. Possible</li> </ul>

	<p>3. INTERNET/CABLE CHECK-IN</p> <p>4. TRASH/RECYCLE CHECK-IN</p>	<p>ideas (at own risk): limited number of bike spaces, owners contacting Western Bike Works for bike storage options, street lock-ups, etc. Once the bike room is officially back to pre-fire condition, new procedures for the bike room will go out via email to owners.</p> <ul style="list-style-type: none"> <li>- Owners inquired about opening up spots first to owners, and renters second, but the board only noted they will discuss and take these suggestions into consideration when new procedures for the bike room are rolled out.</li> <li>- Internet/Cable: Jet Communications is still continuing to benefit residents with their service options and low costs. The cost for Jet Communications is very low, and the services have rarely been an issue pre-fire. If you have issues, contact Jet so they can work with each owner. As a building we will continue conversations at the next meeting, once everyone has settled in, and we near the end of our building contract.</li> <li>- Trash/Recycle: Use garbage/recycle bins in garbage room before using large bin in parking lot. Once move-ins settle we would like to get rid of the large bin in parking lot asap. The board will work on posting dates of trash/recycle pick-up for owner knowledge.</li> <li>- Nancy invites owners to join the house committee</li> </ul>
7:35PM	CAP REPORT	<ul style="list-style-type: none"> <li>- PGE Reimbursements - Heather is aiming for September</li> <li>- Lines of communication with CAP has been great - Heather is wonderful and Wes is settling into our building's role.</li> <li>- Explain role of CAP: Heather notes, "CAP's role and scope of service as management is to lead and guide the Board regarding their governing documents and Oregon Revised Statutes, fielding owner requests and payments, coordinating vendors, obtain comparable bids, etc. However, all actions that CAP takes, are at the direction of the Board. We are always willing to listen to owner requests, but ultimately the decision is made by the Board after discussion and consideration of all perspectives on how those actions will affect all owners."</li> </ul>
7:40PM	<p>UNFINISHED BUSINESS:</p> <p>1. ELEVATOR TIMELINE</p> <p>2. FIRE ESCAPE STATUS/UPDATE</p>	<ul style="list-style-type: none"> <li>- Elevator discussed earlier</li> <li>- The city has approved the permits for the fire escape projects. We are not waiting for the contractor we hired to have an opening in their schedule. It is noted that this project is specialized work, is very uncommon, and is very labor intensive which is why we need to wait for the company to have dedicated time in their schedule for our project.</li> <li>- The board reminds owners that the work is being performed on the fire escape platforms, and that these platforms are not balconies. The fire escapes need to remain clear as per our rules and regs, and our meetings with the fire marshall. The balconies attached to other units will be spot repaired and cleaned, but do not need to be replaced.</li> </ul>

7:45PM	<p>NEW BUSINESS:</p> <p>1. COMMUNITY RESPECTFULNESS &amp; HOW TO PRESENT OWNER ISSUES TO BOARD, CAP &amp; OTHER COMPANIES THAT WORK FOR THE BUILDING</p>	<ul style="list-style-type: none"> <li>- The board, JRJ &amp; CAP has worked very hard to get us all back into our wonderful homes. Throughout this process, It has come to our attention that we need to address appropriate/respectful communication policies for owners/renters, and establish a chain of communication:             <ol style="list-style-type: none"> <li>1. Communicate with CAP in a respectful manner when a problem arises. CAP will log owner/building issues for the board so we can track issues and well as the progress on these issues.</li> <li>2. Use the Community Forum section of the website (website and passwords are provided frequently through email or posted in the mail room) as a place to respectfully address the community if needed. The board is currently in the process of posting the guidelines of constructive &amp; respectful forum posts.                 <ul style="list-style-type: none"> <li>• Please note that failure to comply with the forum guidelines may result in your message remaining in a holding pattern.</li> <li>• Please note that the board reserves the right to also post any email they receive on the forum.</li> </ul> </li> <li>3. <a href="mailto:royal-arms-board@googlegroups.com">royal-arms-board@googlegroups.com</a> (board email) is now an emergency email account which is reserved for issues that you feel CAP is not addressing, or any other emergency situations. The board has learned a lot from this experience, has built better relationships with CAP, and has better communications in place for owners as well. We feel it is important to slowly work towards resuming our normal communication with CAP and normal board responsibilities, which were established prefire and will allow the board to continue to volunteer for these roles.</li> </ol> </li> <li>- The board reminded everyone that it is the job of the board to look out for the interest of 65 units and the building as a whole, which has been driving our dedication and decision making, especially these past 7 months and as we continue to settle back into the building.</li> </ul>
7:50PM	MEETING ADJOURN	<ul style="list-style-type: none"> <li>• Next Meeting Date: Wednesday, November 8th 2017 * Please note that this date is tentative and subject to change to accommodate board work schedules - Thank you for your flexibility!</li> </ul>